

ROUTING AND TRANSMITTAL SLIP

Date

STAT

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

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c/o OS Registry

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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Attached is memorandum the DDA prepared
for all employees re the new Headquarters
Building per your request.

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.
7 D 24 Hqs

O/ADDA

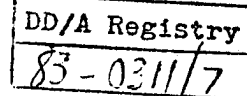
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OPTIONAL FORM 7-76
Prescribed by GSA
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☆ GPO : 1981 O - 361-529 (148).

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25 March 1983



MEMORANDUM FOR: All Employees

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: New Headquarters Building

1. The rendering of the new building, as displayed here, reflects the design concept now under development for the Headquarters expansion. As is obvious, this concept is quite different from the original master plan. The changes result from consideration of component needs within the building and an effort to preserve much of the hill by the cafeteria and many of the mature trees.

2. Major features of this concept include:

a. Two seven-story towers connected by four floors under ground. This connecting area will be used mainly for machine space, i.e., computer center, signal center, etc.

b. The west entry will be from the parking lot/garage on the fourth floor with escalators leading to the lower floors. Corridors will connect to elevators in each of the two towers. Corridors will connect to the current Headquarters building.


c. A three-deck parking garage will be constructed with terraced entry to each deck from an adjacent outside parking area. This precludes ramps with their attendant traffic bottlenecks.

d. The road in front of the Printing and Photography Building will be eliminated with a perimeter road around the parking area.

e. A reception center near the Route 123 gate will permit a better screening of visitors before entry on the compound.

3. We are awaiting approval of the first increment of funding in our FY'84 budget. If that is approved we plan to start construction in August 1984 and beneficial occupancy in 1987.

4. I will keep you informed as we progress.


Harry E. Fitzwater

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